



Recreation Program Assistant (Internship)

Pay: Negotiated stipend based on experiences

Job Description: The Recreation Program Assistant (Intern) performs a variety of duties assisting the Recreation Coordinator, Recreation Supervisor and Director of Parks and Recreation with daily operations of a busy, fast paced, diverse and comprehensive summer parks and recreation program.

General Duties:

- Assist with daily operations of a Summer Day Camp, Pre-school Camp and Teen Adventure Camp.
- Assist with daily operations of an aquatics program including swim lessons, swim team, and oversight of aquatics staff.
- Develop and lead weekly leadership meetings for C.I.T. Counselors in Training program for youth ages 14-17yrs.
- Assist with preparing and leading summer staff orientation and aquatics staff in-services.
- Help plan and implement summer special events at the pool and park.
- Assist with weekly Summer Concert Series- Thursday evenings 6:30-8pm.
- Assist with preparation of weekly seasonal payroll.
- Work with MyRec software including registrations, reports, e-mail blasts, programming and other functionalities.
- Assist with office coverage as needed. Answering phones, handling registrations, and assisting customers.
- Will learn and be responsible for sending out press releases, surveys, and program evaluations.

Qualifications:

- American Red Cross CPR/First Aid Certification (training provided)
- Preferred: Enrolled as an undergraduate or graduate in a Recreation & Leisure program or closely related field
- At least 18 years of age with a valid driver's license and transportation

Reports to: Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation.